

Statistics

Conversion Factors for Measuring Records Holdings in Cubic Feet

<u>Unit of Measurement</u>	<u>Cubic Foot Equivalent</u>
<u>Correspondence Files</u>	
One drawer, letter size cabinet - - - - -	1 1/2
One drawer, legal size cabinet - - - - -	2
One open shelf-file unit, letter size - - - - -	2 1/2
One open shelf-file unit, legal size - - - - -	3
<u>Card Files</u>	
One linear foot, 3 x 5 cards - - - - -	1/10
One linear foot, 4 x 6 cards - - - - -	1/6
One linear foot, 5 x 8 cards - - - - -	1/4
One linear foot, tab cards - - - - -	1/6
or 10,000 tab cards - - - - -	1
<u>Other</u>	
One bookcase section - - - - -	2 1/2
Map cabinets and other outsized equipment - - - - -	Inside cubic measurement